

TOWN OF WENHAM
REQUEST FOR PROPOSALS (RFP) FOR
TOWN ACCOUNTANT SERVICES



I. Objective

The Town of Wenham Massachusetts, acting through its Board of Selectmen is seeking proposals from qualified financial management and accounting firms to provide professional Town Accountant services. The designation of a firm to provide Town Accountant services shall not confer any employment rights or benefits. All proposers should meet or exceed the qualifications stated herein and should be responsible and responsive to meeting the criteria of the RFP and timeline for implementation of August 1, 2014 through July 31, 2015. Qualified persons or businesses are requested to submit proposals to C/O Board of Selectmen and Mark J. Andrews, Town Administrator, 138 Main Street Wenham, MA 01984. **All proposals must be received at the above address no later than 4:30 P.M on Monday, May 12, 2014.**

ABOUT WENHAM

The Town of Wenham, originally settled in 1643, has retained much of its unique historic character and tranquil rural scenery. It is a town of many open views of farm lands, lakes, woodlands and old stone walls that accompany its winding tree-lined roads. To complement its handsome backdrop, the community is singularly fortunate to have been blessed with an active involved citizenry, whose major goal has always been to preserve what is precious from the past while continuing to plan ahead for future generations. Wenham is justly proud of its historic past; its present responsible and responsive local government; a wealth of dedicated and able volunteers; its nearly 300 acres of parks, playgrounds and recreational lands; and its excellent regional school system. Wenham is home to the Wenham Museum, Wenham Tea House and Gordon College. A walk along Wenham's lovely main street provides a timeless picture of beautiful old homes, gardens and yards, punctuated by friendly faces, giving one a general sense of connection to all that is right about New England small town life.

Location:

Northeastern Massachusetts, bordered by Beverly on the south, Danvers and Topsfield on the west, Hamilton on the north, and Manchester on the east. Wenham is 22 miles north of Boston and 235 miles from New York City.

Total Area: 8.09 sq. miles

Land Area: 7.72 sq. miles

Population: 5,129

Density: 546 per sq. mile

Form of Government

Board of Selectmen, Town Administrator, Open Town Meeting

The Town of Wenham is seeking proposals for qualified financial management/accounting firms or individuals to serve as the Town Accountant. Qualified persons or businesses are requested to submit their responses to C/O Board of Selectmen and Mark J. Andrews, Town Administrator, 138 Main Street, Wenham, MA. **Please provide written proposals to Mark J. Andrews, Town Administrator Wenham, and MA. 138 Main Street, Wenham, MA 01984. All responses to this Request for Proposals must be received at the above address no later than 4:30 P.M on Monday, May 12, 2014. Electronic proposals are acceptable and should be sent directly to Debi Morong, Office of the Town Administrator c/o dmorong@wenhamma.gov with all applicable attachments included in this Request for Proposals package.**

The Town of Wenham reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is in the Town's best interest to do so.

Because not every applicant need be a certified public accountant, and because the Town is willing to consider responses from financial management/accounting firms, the Town has opted to follow the Uniform Procurement Act, G.L. c. 30B. Therefore, the provisions of G.L. c.30B are hereby incorporated by reference in these Proposals.

II. Purchase Description

The Town wishes to fill the position of Town Accountant using professional financial management services. This proposal will include oversight of the financial services of the Wenham Finance Department including the discharge of the duties contained in Massachusetts General Laws, Chapter 41, and Sections 55 through 61, et al., and other applicable laws, to ensure the proper and prudent management of the financial affairs of the municipality of the Town of Wenham. The Town is seeking these services for a term from **August 1, 2014 through July 31, 2015**. The successful firm shall have a solid record of accounting with personnel that are experienced, competent, learned in public sector financial management, well qualified to advise and assist the Town in municipal financial affairs.

The applicant shall perform the necessary professional services required by the Town of Wenham as the Town Accountant in a professional, competent, and expeditious manner under the direction of the Town Administrator.

- A. The applicant shall perform the duties of the Town Accountant of the Town of Wenham in conformity with the provisions of the Massachusetts General Laws, and the bylaws of the Town of Wenham.

GENERAL SUMMARY:

Under general direction of the Town Administrator, the Town Accountant plans, organizes, and makes recommendations to the Finance Director and Town Administrator on matters related to the proper administration of the finances of the Town. Responsibilities include providing finance related assistance to all Town Board and Committees and accounting of all receipts and expenditures for the Town, creating all State reports, and the timely

production of finance statements in accordance with Massachusetts general laws Chapter 41 and applicable Town by-laws.

SUPERVISION:

Works under the administrative direction of the Town Administrator in accordance with Massachusetts General Laws Chapter 41, Section 55 thru 61 according to the U.M.A.S. method of accounting and local bylaws. Functions independently, referring specific problems to State Department of Revenue and audit compliance where clarification or interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The employee is expected to resolve all conflicts that arise, and coordinate with others when necessary, in a positive and proactive manner.

Performs highly responsible functions of a complex, technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the accounting field.

*** ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Develops and implements the town's accounting system and procedures; provides timely and accurate financial information, and ensures the accuracy and the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Laws.

Develops and prepares monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.

In conjunction with the Finance Director and Town Administrator, the Town Accountant is responsible for the development, recommendation and implementation of strategic goals, policies, and procedures that evaluate and minimize financial risks to the Town.

Reviews all revenues, calculates, and assigns prorated indirect charges to Joint Programs, Revolving Accounts and Enterprise Funds.

Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax

deferrals, and taxes in litigation, tax foreclosures, and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable external organizations.

Maintains files of all original contracts entered into by the Town.

Develops and prepares year-end financial reports to include balance sheet and revenue expense statements for the audit process and for the State Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.

Serves as a resource of financial information to the Board of Selectmen, other elected officials, town departments, committees, and boards as required.

Maintains original town and school service contracts for service; employment contracts, grants with the State and Federal government as well as private entities doing business with the town.

In conjunction with the Finance Director and Town Administrator, the town Accountant develops the operating and capital budget document and facilitates its review and approval with the Finance & Advisory Committee and the Board of Selectmen. Assists all town departments in budget development.

Serves as the town liaison with the independent auditors.

Responsible for preparing required audit schedules, financial statement adjustments, financial statement notes and review of annual audited financial statements.

Reviews and approves all town Accounts Payable and Payroll warrants.

Responsible for the management of computer software as it relates to accounting and data processing functions.

Responsible for completion and maintenance of policies and procedures manual and annual fraud risk assessment.

Ensures compliance with all applicable Federal, State and Local Laws.

OTHER DUTIES AND RESPONSIBILITIES:

Performs special project assignments as required.

Develops department operating systems and procedures.

An understanding of public personnel management is preferable.

Performs other related duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting or Business Administration or related field; Three (3) to five (5) years of progressively responsible experience in professional accounting and/or municipal accounting; or equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL:

Knowledge: A working understanding of Massachusetts finance statutes, rules and regulations in all aspects of accounting and financial administration. This includes, but is not limited to Massachusetts General Laws, coordination with the Massachusetts Department of Revenue and outside, independent auditors.

Ability: The ability to generate and analyze financial data using the Town's financial management software and spreadsheets, including the Commonwealth of Massachusetts recapitulation process. Additionally, the capability to work in the State's Gateway system and to enter appropriate financial data needed.

Skill: The talents necessary to work as a key financial Team Member on the Town's Finance Team. The ability to organize required accounting functions, budgetary planning and management of the Town's resources. Coordination of special projects with Town Department's at the direction of the Town Finance Director and/or Town Administrator. Must be able to work closely and cooperatively with all Town Departments.

III. Proposal Submission Requirements

General Laws, chapter 30B, section 6 requires the Submission of separate "Price" and "Non-Price" proposals.

(a) Price Proposal

A complete price proposal should contain an amount for the completion of the scope of services for the term of the agreement (August 1, 2014 through July 31, 2015), using the enclosed "Price Proposal" form. The proposal shall include, on-site hourly rate, off-site hourly rate and total proposal cost.

(b) Non-Price Proposal

Please provide a detailed written description of how you will supply services, the level of quality of the services, and other details you may feel pertinent to your proposal.

(c) Submission Procedures

Sealed "price" and "non-price" proposals must be submitted in marked separate envelopes, and placed in a larger envelope marked on the outside:

Proposal for Financial Services.

Questions may be referred to Mark J. Andrews at (978) 468-5520 extension #2. Response to the Request for Proposals must be submitted **no later than 4:30 PM on Monday, May 12, 2014 to the Town of Wenham. Proposals may be accepted by the Town of Wenham for up to thirty (30) days after the receipt of proposals at its sole discretion. Electronic proposals are acceptable and should be sent directly to Debi Morong, Office of the Town Administrator c/o dmorong@wenhamma.gov with all applicable attachments included in this Request for Proposals package.**

IV. Evaluation of Proposals

(a) Non-Price (Technical) Proposal

1. Minimum Evaluation Criteria

The successful proposal must meet the following minimum criteria. Each non-price (technical) proposal shall first be reviewed to ascertain whether or not the following Minimum Evaluation Criteria have been met:

- i. Must staff the Town Accountant's office at least two business days per week.
- ii. Must have at least five years' experience with VADAR accounting systems.
- iii. Have the ability (through demonstrated individual availability, or through personnel and facilities) to provide support during the normal work week and outside of normal Town Hall business hours.
- iv. Must have experience providing financial services to municipalities or functional equivalent, e.g., performing the services traditionally performed by a Town Accountant.
- v. Must have General Liability Insurance and Automobile Liability Insurance of not less than \$1,000,000.
- vi. Must have adequate staff to perform and meet the requirements of the Proposals.

Proposals not meeting all of the above Minimum Evaluation Criteria shall be summarily rejected.

2. Comparative Evaluation Criteria

Each non-price (technical) proposal meeting the Minimum Evaluation Criteria shall be rated according to the following comparative Evaluation Criteria:

Evaluation Criteria	Highly Advantageous	Advantageous	Not Advantageous
Experience with VADAR accounting systems	6 or more years	Minimum of 5 years	4 years or less
Experience as Town Accountant and/or similar position in Massachusetts	6 or more years	Minimum of 5 years	4 years or less

(b) Price Proposal

Methodology for Determining the Best Price

The "best price" shall be the lowest responsible and responsive price proposal for a **Total Value of Accounting Services for the Period from August 1, 2014 through July 31, 2015**. This proposal shall include a comprehensive price for year 1, (Optional) year 2 & (Optional) year 3. The Board of Selectmen reserves the right to follow all applicable State Laws & Regulations relative to an annual review and potential extension of the contract.

(c) Most Advantageous Proposal

Following the separate evaluation of the Non-Price proposals, the Board of Selectmen shall determine which Request for Proposal is most advantageous, and award the contract accordingly. The contract shall be subject to execution by the Town Administrator.

V. Contracts and Terms Conditions- Proposals

A prospective proposal and subsequent contract shall be subject to cancellation by the town pursuant to G.L. c.30B, §12(d) when funds are not appropriated or otherwise made available to support the continuation of the Town's performance. Any ambiguity in terms shall be construed in the manner most favorable to the Town. The prospective proposal and subsequent contract is a Massachusetts contract subject to the jurisdiction of its courts and interpreted under the terms of its laws. The Town reserves the right to extend services under a duly authorized contract entered into by the Board of Selectmen and said contract maybe extended on an annual basis.

VI. Additional Submission Requirements

(a) Persons submitting proposals are required by G.L. c.30B, §10 to submit the following non-collusion certification at the time the proposal is submitted. This certification should take the following form:

The undersigned certifies under the pains and penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person business partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(b) Please submit a tax compliance certificate with proposal to certify your company is in compliance of the provisions of G.L. c.62C, §49A. The certificate should take the following form:

I certify under the pains and penalties of perjury that Name of Company
has complied with all the Laws of the Commonwealth relating to taxes.]

Signature

Title

Name of Company